



**NJ DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
BUREAU COUNSEL POSITION**

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks to fill a Bureau Counsel position, in its operation located in Trenton, New Jersey. The quasi-legal Counsel position reports through an Assistant Director and will review pre-contract award procurement decisions for compliance with law, regulation and precedent. The position will provide constructive assistance to the procurement units and specialists in the development of procurement strategies and RFP/RFQ specifications; prepare responses to letters of inquiry or assertion from various entities on a wide variety of subjects pertaining to the work of the Division; provide effective assistance to the Director on special projects as required. The selected candidate will also coordinate the Division's responses to proposed legislation that may impact the Division and work with Division personnel to produce bill comments and fiscal impact statements.

REQUIREMENTS:

Education: A Bachelor's degree from an accredited college or university. A Juris Doctorate degree and New Jersey State Bar membership are preferred.

Experience: Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes. Experience in public procurement or regulatory law is preferred. Additionally, the ideal candidate will have excellent writing skills; a strong work ethic including the ability to manage a diverse workload against performance metrics; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives. **Applicants are required to provide a writing sample as part of the application process.**

NOTE: All degrees and/or transcripts from a college or university outside the U.S. must be evaluated for accreditation. The evaluation must be included with your submission. Failure to comply may result in ineligibility.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well.

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, new public employees are required to obtain New Jersey residency within one (1) year of employment.

If you are qualified and interested in this position, please send your cover letter, resume, writing sample and Application for Employment by **e-mail only**, no later than **Wednesday, August 31, 2016**, to:

**NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Bureau Counsel" in the Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to:
<http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

New Jersey is an Equal Opportunity Employer